



Reorganization Meeting Minutes April 17, 2018 6:30pm

ATTENDANCE

Chair	Jim Sipe
Supervisor	Doug Wille
Supervisor	Dan Peine
Treasurer	Leo Nicolai
Clerk	Molly Weber

1. **Select Town Board Chair and Vice Chair-** Doug Wille made a motion that Jim Sipe remain the Chair and Doug Wille remain the Vice Chair. Jim Sipe seconded. Motion carried.

2. **Adopt Schedule of the Board's Regular Meetings**

Town Board (3rd Tuesday): 05/15/2018, 06/19/2018, 07/17/2018, 08/21/2018, 09/18/2018, 10/16/2018, 11/20/2018, 12/18/2018, 01/15/2019, 02/19/2019, 03/19/2019, 04/16/2019

Planning Commission (2nd Monday): 05/14/2018, 06/11/2018, 07/9/2018, 08/13/2018, 09/10/2018, 10/08/2018, 11/12/2018, 12/10/2018, 01/14/2019, 02/11/2019, 03/11/2019, 04/08/2019

Jim made a motion to approve the schedule as it is drafted for both the Town Board & the Planning Commission with the addition that the Planning Commission meeting be cancelled if there is no business. Doug Wille seconded it. Motion carried.

3. **Set Compensation for Town Officers and Employees: Wage Policy Attached and 2018 Mileage Rate is 54.5 cents.**

(wage policy is attached)

- ½ day meeting is less than 4 hours, pay will be \$75.00. Full day meeting of 4 hours or more will be paid \$150.00 both of these are plus mileage. (this pay is also for Election Training)
- Mileage: follow the federal rate for mileage, not paid for travel time
- Supervisor pay: \$75.00 per meeting
- Clerk pay: \$1,575.00 per month/paid monthly and \$75.00 per meeting – mileage for training only
- Deputy Clerk: \$20.00 per hour/paid monthly and \$75.00 per meeting
- Treasurer pay: \$350.00 per month/paid quarterly and \$75.00 per meeting
- Deputy Treasurer: \$20.00 per hour/paid monthly and \$75.00 per meeting
- Other misc pay: \$20.00 per hour
- Planning Commission: \$65.00 per meeting
- Ag Permit: \$75.00
- Septic Fee: \$350.00
- Conditional Use Permit \$500.00 (non-refundable fee)
- Head Election Judge: \$20.00 per hour plus mileage for travel not related to working the election
- Election Judge: \$15.00 per hour plus mileage for travel not related to working the election
- Road Permit for Disturbed Gravel Road: \$300.00
- Public Hearing Involving a Conditional Use Permit: \$2,000.00/\$100.00 non-refundable fee
- Public Hearing Involving a Variance: \$2,000.00/\$100.00 non-refundable fee
- Signs/Fire Numbers \$25.00
- Copies of Documents \$0.25 per page
- Gopher Feet \$1.00 per gopher

Dan Peine made a motion to approve raising the clerk pay effective May 2018 to \$1,575.00 per month. Doug Wille seconded. Motion carried. Jim made a motion that we approve the Hampton Township Wage Policies as amended. Doug Wille seconded it. Motion carried.

4. **Designate Road Supervisor** – Jim Sipe made a motion Doug Wille be the road supervisor. Doug Wille seconded it. Motion carried.
5. **Designate a Legal Contact Supervisor** – Doug Wille made motion Jim Sipe remain the Legal Contact Supervisor. Jim Sipe seconded. Motion carried.
6. **Designate Authority for a Supervisor to Approve Dollar Amount to Spend Between Meetings as Needed That Cannot Wait Until the Next Meeting and for the Clerk to be Budgeted an Amount for Office Equipment and Supplies.**

***Currently Doug authorized \$2,500.00 per incident for road work, and clerk allowed \$300.00 for office.**
 Jim Sipe made a motion that we keep this as is. Doug Wille seconded it. Motion carried.
7. **Designate Posting Places in Township for Required Notices and Announcements. Currently bulletin board outside township hall, and website.**
 Doug Wille made a motion we leave it the same. Jim Sipe seconded it. Motion carried.
8. **Designate Bank.** – Jim Sipe made a motion we stay with Merchants Bank in Hampton. Doug Wille seconded it. Motion carried.
9. **Review and Amend Board Policies as Needed.** – pass on this since we have been doing it along the way
10. **Review Town Ordinance Book and Resolution Book. Ordinances to be placed in Ordinance Book within 20 days, and make sure copy of Ordinances have been delivered to the County Law Library.** – nothing to be updated
11. **Township Confirms Compliance with Planning and Zoning.** – we will skip this since we don't have these

Township does not have these. This will be skipped.
12. **Confirm Township Financial Report Form Completed and Returned to State Auditor's Office. Submitted online 04/18/2018** – this is done
13. **Confirm List of Officers has been Completed and Sent to Association.** – Mailed 04/13/2018 - this was done
14. **Designate Township Newspaper** – Jim Sipe made a motion we stay with Cannon Falls Beacon. Dan Peine seconded it. Motion carried.
15. **Designate Supervisor to Attend Special Meetings:**
 Fire Association: Doug Wille
 Cannon River Watershed: Dan Peine
 Vermillion River Watershed: Jim Sipe

Jim Sipe made a motion to split the Special Meetings 3 ways. Doug Wille seconded. Motion carried.

Doug Wille made a motion to adjourn the Reorganization Meeting at 7:26pm. Dan Peine seconded it. Motion carried.

Date Signed: _____

Supervisor: _____

Clerk: _____